

# School Vacation Withdrawal Request

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my child, [Child's Name], from the upcoming school vacation scheduled from [Start Date] to [End Date].

Due to unforeseen circumstances [briefly explain the circumstances, e.g., "a family emergency"], we regretfully find it necessary to cancel our vacation plans.

We appreciate your understanding and support in this matter. Please let us know if any further information is required.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]